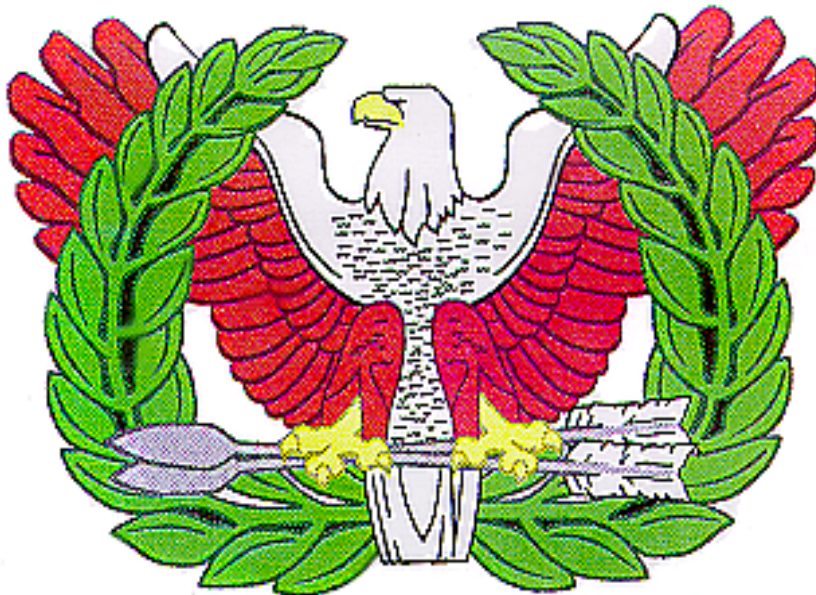


United States Army Recruiting Command

WARRANT OFFICER ACCESSION PROGRAM

SAMPLE APPLICATION AND GUIDE



VOL IX, APR 00

STEPS IN PROCESSING A WARRANT OFFICER APPLICATION

Step 1: Review Army Regulation 135-100 and DA Circular 601-99-1.

(Found on the Internet at [http:// books.army.mil/cgi-bin/bookmgr/shelves](http://books.army.mil/cgi-bin/bookmgr/shelves)). Use this web site to view any Army publications mentioned throughout this guide.

Step 2: Meet the following **NONWAIVERABLE** requirements:

- (a) US citizenship
- (b) General Technical (GT) score of 110 or higher
- (c) High school graduate or have a GED
- (d) Secret security clearance (Interim secret is acceptable to apply)
- (e) Pass the standard 3-event Army Physical Fitness Test (APFT) and meet height/weight standards
- (f) Pass the appointment physical for Technicians or the Class 1A flight physical for Aviators

Step 3: Visit the Warrant Officer (WO) recruiting web site at: **www.usarec.army.mil**. Start with the "Overview" and follow the instructions to download the Sample Application and Guide and forms for use with Formflow or Adobe Acrobat software. Web site **leav-www.army.mil/wocc** has valuable information about WO Candidate School (WOCS) and the WO Corps.

Step 4: Ensure you meet the **MINIMUM** prerequisites listed in our web site for your requested WO Military Occupational Specialty (MOS). If you do not, you must either wait until you do or request a prerequisite waiver.

General prerequisites for 153A, Aviator: Open to any rank and MOS, must be less than 29 by the board convene date, score 90 or higher on the AFAST, and pass a Class 1A flight physical.

General prerequisites for all other WOMOSs: SGT or higher, BNCOC graduate, 4-6 years experience in the field for which applying, meet prerequisites as determined by the WO proponent, and be less than 46 years of age.

Step 5: Assemble application (original and 1 copy, but only 1 microfiche & photo needed). Ensure documents are less than 90 days old upon receipt at USAREC. **DO NOT** send an incomplete application with plans to send the missing document(s) later. **DO NOT** use document protectors or binders.

Step 6: Take completed application and 1 copy to your Personnel Services Detachment (PSD)/Military Personnel Division (MPD) for review and endorsement stating you are not barred, flagged or pending UCMJ action. Applications without this endorsement will not be processed. Non-Army personnel can skip this step and submit their application directly to the address indicated in step 12.

Step 7: Your application is screened for completeness and accuracy. You will be notified of any discrepancies by phone, email or regular mail using the contact information in blocks 17 & 19 of your DA Form 61. Obtain confirmation that your application was received by sending an email through our web site.

Step 8: Application is forwarded to the WO proponent for technical evaluation and recommendation on waivers. 153A (Aviator) applications are evaluated at USAREC unless a waiver is required. Proponent-qualified applications are considered "board-ready" if no waivers are needed. Your application is returned if you do not receive proponent qualification. Allow 4 - 6 weeks.

Step 9: Applications requiring a moral waiver (block 26 of the DA Form 61 is answered YES) are forwarded to Army Reserve Personnel Command (AR-PERSCOM), St Louis, MO. Allow 4 - 6 weeks.

Step 10: Applications requiring an Active Federal Service (AFS) waiver (12 or more years active service) or an Age waiver (Aviator applicants who are 29 or older by the convene date of the board) are forwarded to the Deputy Chief of Staff for Personnel (DCSPER) at HQDA. Allow 4 - 6 weeks.

Step 11: Accession boards are held bimonthly at USAREC starting in March, but not all MOSs are considered at each board. See our web site to determine when your WOMOS will be considered. At least one WO from your requested WOMOS branch will be a board member. The board's vote results in one of the following designations:

- **Fully Qualified - Select (FQ-S)** (Congratulations you will go to school in approximately 2 - 6 months)
- **Fully Qualified Non-Select (FQ-NS)** (Your application will be considered by one more board)
- **Not Competitive-Not Selected (NC-NS)** (Considered by 2 boards, not selected, and packet destroyed). If still eligible, you may reapply 1 year from the date you signed original DA Form 61.

Step 12: Visit our web site at least monthly for new or updated information and for board results (normally published by the 10th of the month following a board). Update your application with awards, NCOERs, transcripts, APFT, resume, letters, etc. Mail updates to: **COMMANDER, HQ USAREC, ATTN: RCRO-SM-A, 1307 3RD AVE, FT KNOX, KY 40121-2726** NLT the 1st of the month in which board convenes. **Fax number is DSN 536-0944/0938 or commercial (502) 626-0944/0938.** Fax only in emergency circumstances because the quality of the fax is never as good as the original.

WARRANT OFFICER APPLICATION CHECKLIST

1. DA Fm 61 must be completed using the example on pages 3, 4 and 5. Pay particular attention to the following areas: Block 21- list all colleges attended with either degree/credits and the graduation or expected graduation date; Block 26 - check your enlistment records for exact information (exclude traffic violations involving a fine of \$250.00 or less); Block 41 - must be in the format shown with your data entered and signed by your commander. The Army standard 3 event APFT is the only acceptable test and must have been taken within the past six months. Applicants who don't meet height/weight standards of AR 600-9 must submit a Body Fat Content Worksheet signed by their Commander. Ensure you **SIGN** and **DATE** block 42 before forwarding your application.
2. Transcripts are required to verify all education and must show course title, credit hrs awarded and grade received, i.e. Engl 101, 3hrs, A. Copies are acceptable. Do not double count hours awarded for military schools and experience.
3. DA Fm 160 must be completed as in the enclosed example (page 6).
4. If required, submit one request for each moral or prerequisite waiver needed (pages 7 and 8). Submit an Active Federal Service (AFS) or age waiver using the prerequisite waiver format on page 8.
5. Statement of Understanding for appointment as a warrant officer (page 9). **Type verbatim and sign.**
6. Memorandum from your Security Manager stating: (1) security clearance level, (2) the agency that granted it, and (3) the date granted. A copy of your DA Fm 873 will **NOT** meet this requirement. Memo must be less than 90 days old upon receipt.
7. All applicants (other than Flight) require an APPOINTMENT physical initiated within the last 2 years, IAW Chapter 2, AR 40-501. Blocks 5 and 77, or blocks 16 and 46 (depends upon the version of SF88) must reflect WOC Appointment, WOC school, Warrant Officer, Commissioning or similar wording. **Flight applicants see item 14a.**
8. The Official Military Personnel File (OMPF), microfiche or paper copy, is required regardless of rank. Any documents missing or deleted from the fiche can be submitted in paper copy. Do not send documents that should not be filed on your OMPF. Check with your personnel office for guidance. Your OMPF can be obtained by calling DSN 221-3732 or commercial (703) 325-3732, faxing a written request to DSN 699-3685 or commercial (317) 510-3685 or by writing: Commander, USAEREC, ATTN: PCRE-RP, 8899 E. 56th Street, Indianapolis, IN 46249-5301. SGTs or above with NCOERs on file can phone, fax, or mail their requests. SGTs with no NCOERs on file and SPCs or below must send a written request by fax or mail. Include complete name, social security number and signature in the request. Visit web site www-perscom.army.mil/erec/OMPF.htm for additional information. You are responsible for ensuring your microfiche is accurate and current.
9. Enlisted Record Brief (ERB) (formerly the DA Fm 2A and 2-1) dated within the past 90 days is required for all applicants. Non-Army personnel will submit their military personnel service record instead of these documents.
10. An official photo is required. Non-Army personnel must send an official photo taken in the Class A uniform. Deployed personnel who do not have a Class A uniform available may have a regular photo taken in their duty uniform (attach a note to the photo explaining the circumstances).
11. Company and Battalion Commanders' letters of recommendation should be 3 to 5 paragraphs with specific, quantifiable comments about your character and tactical and technical competence. Use memo format and address to President, Warrant Officer Accession Board. Non-Army personnel will use the first two commissioned officers in their UCMJ chain-of-command. A letter from a Senior Army Warrant Officer (SWO) (CW3-CW5) from the MOS for which you are applying is the only other letter that will appear in front of the board. If applying for 153A (Aviator), see 14b below. The letter from the SWO is NOT required for ALL applicants (check the WO MOS prerequisites), but is **STRONGLY** recommended. Letters must be less than 90 days old upon receipt. You may use letters from your previous chain-of-command if you had a recent PCS or change of command.
12. Prepare a resume using the format on pages 10 and 11. You **MUST** use this format, however, you can lengthen or shorten the resume as needed. Make sure you **SIGN** and **DATE** the resume.
13. Obtain the PSD/MPD review and endorsement prior to mailing to USAREC. Not needed for Non-Army personnel.
14. **Non-Army servicemembers** have additional requirements and can visit our web site (Overview & Info Non-Army) for a list of these requirements.
15. Below are additional requirements for MOS 153A, (Aviator) applicants only:
 - a) Your Class 1A flight physical **MUST** be reviewed and approved by the US Army Aeromedical Center, ATTN: MCXY-AER, Ft Rucker, AL 36362-5333 after it is completed at your hospital. This review will 6-8 weeks, after which you can check the status by calling DSN 558-7430/20 or commercial (334) 255-7430/20 or by Email: adele.kynard@se.amedd.army.mil.. Flight physicals are valid until 18 months from the date initiated. Reference is **Chapter 4, AR 40-501**.
 - b) All flight applicants must be interviewed by an Army Aviator in the rank of CW3-5 or Major and above. If the unit commander or above is a field grade aviator, the aviator interview may be part of the commander's endorsement. In this case, the commander's endorsement must contain the same statement required for the aviator interview. Use a memorandum format and start with the statement " I have interviewed (your name) and find (he/she) has the needed personal characteristics, motivation, physical stamina, and qualifications to be appointed a U.S. Army Reserve warrant officer and appears acceptable for selection into the WOFT program as a warrant officer candidate." Applicants from other military services may be interviewed by a field grade aviator from their branch of service if an Army aviator is not readily available. Army aviators will conduct the interviews whenever possible.
 - c) DA Fm 4989-R (page 12) must be completed and signed by you (block 20) and your Commander (block 21).
 - d) DA Fm 6256, AFAST Score Worksheet, reflecting a score of 90 or higher (nonwaiverable).

APPLICATION FOR APPOINTMENT									
For use of this form, see AR 135-100, AR 145-1, AR 351-5, and AR 601-100; the proponent agency is DCSPER									
DATA REQUIRED BY THE PRIVACY ACT OF 1974									
AUTHORITY:		Title 10 United States Code, Section 3012 (Title 5 United States Code, Section 552a)							
PRINCIPAL PURPOSE:		To obtain an appointment as a commissioned or warrant officer in the Regular Army or Army Reserve, or to obtain selection to attend the US Army Officer Candidate School.							
ROUTINE USES:		Basis for determination of qualifications and background information for eligibility for consideration for appointment as a Regular Army or Army Reserve commissioned/warrant officer or for selection for attendance at the US Army Officer Candidate School.							
DISCLOSURE:		Disclosure of information requested in DA Form 81 is voluntary. Failure to provide the required information will result in non-acceptability of the application.							
1. TYPE OF APPOINTMENT FOR WHICH APPLICATION IS SUBMITTED					2. GOVERNING REGULATION OR CIRCULAR (Specify appropriate section(s) if applicable)				
<input type="checkbox"/> COMMISSIONED OFFICER - REGULAR ARMY <input type="checkbox"/> COMMISSIONED OFFICER - ARMY RESERVE <input checked="" type="checkbox"/> WARRANT OFFICER - REGULAR ARMY <input checked="" type="checkbox"/> WARRANT OFFICER - ARMY RESERVE <input type="checkbox"/> OFFICER CANDIDATE SCHOOL					AR 135-100 and DA Circular 601-99-1 3. GRADE FOR WHICH APPLYING (Reserve appointments only) WO1 4. SOURCE OF APPLICATION (RPTC only) <input type="checkbox"/> DMG DATE DESIGNATED: <input type="checkbox"/> SCHOLARSHIP - ENTER 1, 2, 3 OR 4 YEARS:				
5. ONLY FOR APPLICANTS FOR APPOINTMENT AS WARRANT OFFICERS (Enter choice by MOS code and title)									
6. BRANCH AND SPECIALTY PREFERENCES					a. MOS CODE b. MOS TITLE 153A Aviator If qualified, may list up to 3 MOSs. List MOSs in order of preference. Listing more than 1 MOS requires extra processing time because proponents must review.				
Regular Army and Officer Candidate applicants and all ROTC graduates: In numerical sequence, indicate 10 branch preferences other than CA and SS. USAR applicants: If applying for a specific Reserve vacancy, indicate ONLY the branch of the vacant position; all other applicants may enter more than one branch.									
PERSONAL DATA									
PREFERENCE	BRANCH	SPECIALTY	7. NAME (Last, first, middle)(Exclude variations from birth certificate in item 4D)			8. GRADE		9a. SOCIAL SECURITY NUMBER	
			WHO, You Are			E-5		000-00-0000	
	AD		10. BRANCH (MOS if not or else)	11. TOTAL YRS ACTIVE SERVICE	12. MARITAL STATUS	13. NUMBER OF DEPENDENTS UNDER 18 YEARS OF AGE		9b. SELECTIVE SERVICE NUMBER	
	AG		75H2O	6	M	2			
	AR		14. DATE OF BIRTH	15. PLACE OF BIRTH (City, county, state)	16. SEX	17. COMPLETE MILITARY ADDRESS (If presently on active duty (Include ZIP Code)			
	AV		7 Apr 74	Radcliff Hardin Kentucky	M	HHC, III Corps <u>EMAIL ADDRESS</u> Fort Hood, TX 76544 (817) 288-2527 PHONE AND/OR AUTOMOBILE NUMBER DSN 738-7411			
	CA		18. PERMANENT ADDRESS (Include ZIP Code)			19. CURRENT MAILING ADDRESS (If different from item 18 (Include ZIP Code)			
	CM		407 Keith Street			419A Nicholson Road <u>EMAIL ADDRESS</u>			
	EN		Elizabethtown, KY 42701			Fort Hood, TX 76544			
	FA		PHONE (Include area code) (502) 765-6868			PHONE (Include area code) (817) 526-1111			
	FI		20. US CITIZEN a. NATIVE b. <input type="checkbox"/> NATURALIZATION c. APPLICANT'S CERTIFICATE NO. (If item b checked) (Date, place, court)						
	IN		<input checked="" type="checkbox"/> YES <input checked="" type="checkbox"/> YES <input type="checkbox"/> DERIVED <input type="checkbox"/> NO <input type="checkbox"/> NO <input type="checkbox"/> IMMIGRANT						
	MI		21. CIVILIAN EDUCATION (See page 7 for additional requirements for professional personnel)						
	MP		a. HIGH SCHOOL GRADUATE b. NAME AND LOCATION OF HIGH SCHOOL <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Orchard View High School, Muskegon, MI 49442						
	OS		c. NAME AND LOCATION OF EACH COLLEGE OR UNIVERSITY ATTENDED (Include OSMA, USMA, USMAA, USMAA, and USMAA)		d. DEGREE	e. SEMESTER CREDITS EARNED	f. YEARS ATTENDED	g. DATE GRADUATED OR WILL GRADUATE	
	QM		University of Maryland		BS	75	2	31	05
	SC		Central Texas College		AA	60	2	31	05
	SS								
	TC								
	AN								
	CM								
	DE								
	JA								
	MC								
	MS								
	SP								
	VC								
22. HIGHEST LEVEL SERVICE SCHOOL ATTENDED									
a. NAME OF SCHOOL			b. COURSE		c. DATES (MM-YY)		COMPLETED		d. IF NOT COMPLETED GIVE REASON
					FROM TO		YES NO		
US Army Soldier Spt Center Ft Jackson, SC			BNCOC		01 97 04 97		X		
23a. FOREIGN LANGUAGES AND DEGREE OF PROFICIENCY								b. AIAI SCORE (If applicable)	
NA								NA	

24. ARE YOU NOW, OR HAVE YOU EVER BEEN A CONSCIENTIOUS OBJECTOR?						<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (If yes, attach affidavit)		
25. <input checked="" type="checkbox"/> I UNDERSTAND THAT, IF I AM SELECTED FOR APPOINTMENT, I WILL BE EXPECTED TO ACCEPT SUCH ASSIGNMENTS AS ARE IN THE BEST INTEREST OF THE SERVICE REGARDLESS OF MY MARITAL STATUS AND/OR RESPONSIBILITY FOR DEPENDENTS; AND IT IS MY RESPONSIBILITY TO MAKE APPROPRIATE ARRANGEMENTS FOR THE CARE OF MY DEPENDENTS SHOULD I BE REQUIRED TO PERFORM DUTY IN AN AREA WHERE DEPENDENTS ARE NOT PERMITTED.								
26. HAVE YOU EVER UNDER EITHER MILITARY OR CIVILIAN LAW BEEN INDICTED OR SUMMONED IN TO COURT AS A DEFENDANT IN A CRIMINAL PROCEEDING (including any proceedings involving juvenile offenses, article 15, UCMJ, and any court-martial) REGARDLESS OF THE RESULT OF TRIAL, OR CONVICTED, FINED, IMPRISONED, PLACED ON PROBATION, PAROLED OR PARDONED, OR HAVE YOU EVER BEEN ORDERED TO DEPOSIT BAIL OR COLLATERAL FOR THE VIOLATION OF ANY LAW, POLICE REGULATION OR ORDINANCE? *****								
(EXCLUDE TRAFFIC VIOLATIONS THAT ARE \$250.00 OR LESS - DO NOT INCLUDE COURT COST)								
<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO IF YES, ATTACH REQUEST FOR WAIVER LISTING THE DATE, THE NATURE OF EACH ALLEGED OFFENSE OR VIOLATION, THE NAME AND LOCATION OF THE COURT OR PLACE OF HEARING, AND THE PENALTY IMPOSED OR OTHER DISPOSITION OF EACH CASE AND FURNISH COPY OF COURT ACTION OR DETAILED STATEMENT IN AFFIDAVIT FORM AS TO THE OUTCOME OF EACH CASE.								
REVIEW THIS SECTION CLOSELY TO DETERMINE IF YOU NEED A MORAL WAIVER. CHECK YOUR ENLISTMENT CONTRACT. IF YOU ANSWER YES, YOU "MUST" INCLUDE A MORAL WAIVER.								
27. ACTIVE MILITARY SERVICE (Indicate tour with each organization separately - show ROTC Corps in Row 38)								
		a. ORGANIZATION (US Armed Forces, USCS, NOAA, US Public Health Service, Peace Corps)		b. DATES (Day, Month, Year)		c. BRANCH/MOS (As appropriate)	d. PRIOR SERVICE NO. (If applicable)	e. HIGHEST GRADE AND COMPONENT
ENLISTED	US Army		25 Jun 92	Present	75H2O	NA	E-5/RA	
WARRANT OFFICER								
COMMISS- SIONED								
1. DATE CURRENT ACTIVE DUTY TOUR TERMINATES		ETS: 17 Oct 2004		2. DATE OF LAST ADL PROMOTION		DOR: 1 Aug 96		
28. RESERVE OR NATIONAL GUARD SERVICE (Not on active duty)								
		a. ORGANIZATION (US Armed Forces, USCS, NOAA, US Public Health Service, Peace Corps)		b. DATES (Day, Month, Year)		c. BRANCH/MOS (As appropriate)	d. PRIOR SERVICE NO. (If applicable)	e. HIGHEST GRADE AND COMPONENT
ENLISTED	US Army Reserve		2 Feb 91	24 Jun 92	75B2O	NA	E-4/USAR	
WARRANT OFFICER								
COMMISS- SIONED								
29. SOURCE OF CURRENT COMMISSION (If applicable)				30. AWARDS (Do not list honor or service medals)				
ARMY: <input type="checkbox"/> OCS <input type="checkbox"/> DIRECT APPOINTMENT <input type="checkbox"/> OTHER				MSM-1, ARCOM-2, AAM-2				
USAR: <input type="checkbox"/> ROTC <input type="checkbox"/> ROTC (JCS) <input type="checkbox"/> ROTC (SMP) <input type="checkbox"/> OCS								
<input type="checkbox"/> DIRECT APPOINTMENT								
31. HAVE YOU EVER APPLIED AND NOT BEEN SELECTED FOR: a. ROTC <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO b. OCS <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO								
c. APPOINTMENT IN RESERVE COMPONENT (USAR/ANG)				d. APPOINTMENT IN REGULAR ARMY				
YES NO				YES NO				
AS A WARRANT OFFICER				AS A WARRANT OFFICER				
AS A COMMISSIONED OFFICER				AS A COMMISSIONED OFFICER				
e. IF ANSWER IS "YES", EXPLAIN FULLY								
32. ARE YOU NOW OR HAVE YOU EVER BEEN IN THE MILITARY SERVICE OF OR BEEN EMPLOYED BY A FOREIGN GOVERNMENT (If yes, give dates, country and type of service or employment)								
No								
33. HAVE YOU EVER RESIGNED OR BEEN ASKED TO RESIGN IN LIEU OF ELIMINATION PROCEEDINGS; BEEN DISCHARGED IN LIEU OF ELIMINATION, PURLOINED (other than regular furlough or leave), OR PLACED ON INACTIVE STATUS WHILE SERVING IN THE US ARMED FORCES; OR, HAVE YOU EVER RESIGNED OR BEEN ASKED TO RESIGN FROM A POSITION WHILE IN PRIVATE OR GOVERNMENT EMPLOYMENT? (If yes, state circumstances; if more space is required, continue on separate sheet)								
<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO								

33. APPLICANTS FOR JUDGE ADVOCATE GENERAL'S CORPS ONLY				35. APPLICANTS FOR CHAPLAINS BRANCH ONLY	
BARS OF WHICH YOU ARE A MEMBER (Specify dates)				RELIGIOUS DENOMINATION BY WHICH YOU WILL BE ENDORSED	
36. APPLICANTS FOR MEDICAL AND DENTAL CORPS ONLY					
a. TRAINING		b. NAME AND LOCATION OF HOSPITAL		c. DATES (Month and Year)	
LEVEL	TYPE			FROM	TO
INTERNSHIP					
RESIDENCY TRG					
SPECIALTY TRG					
d. SPECIALTY BOARDS		e. DATES OF CERTIFICATION (Day, Month, Yr)			
37. APPLICANTS FOR ARMY NURSE CORPS AND ARMY MEDICAL SPECIALIST CORPS ONLY					
a. NAME OF NURSING OR ACCREDITED PROFESSIONAL SCHOOL			b. LOCATION		
c. DATES OF ATTENDANCE (Mo, Yr)		d. STATE AND CURRENT REGISTRATION NUMBER		e. STATE AND DATE OF INITIAL REGISTRATION (Day, Month, Year)	
FROM	TO				
f. POSTGRADUATE COURSES (Exclude courses at general hospitals, service schools, and short courses)					
(1) SUBJECT OR COURSE	(2) NAME AND LOCATION OF SCHOOL OR HOSPITAL	(3) SEMESTER CREDITS EARNED	(4) DATES OF ATTENDANCE (Month, Year)		
			FROM	TO	
38. HAVE YOU BEEN EMPLOYED BY THE US ARMY AS A DIETITIAN, OCCUPATIONAL OR PHYSICAL THERAPIST? If yes, give dates!					
<input type="checkbox"/> YES <input type="checkbox"/> NO					
39. ARMY ROTC (To be completed only by prospective ROTC graduates applying for appointment to USAR or RA)					
SUCCESSFULLY COMPLETED AROTC PROGRAM AS FOLLOWS					
COURSE	DATES ATTENDED (Month and Year)		c. CAMP TRAINING		
	FROM	TO			
a. BASIC			(1) INSTALLATION (Basic)	COMPLETION DATE (Month, Year)	
b. ADVANCED			(2) INSTALLATION (Advanced/Range)	COMPLETION DATE (Month, Year)	
40. MAIN CIVILIAN EMPLOYMENT					
a. NAME AND ADDRESS OF EMPLOYER		b. JOB TITLE		c. MONTH AND YEAR	
Kelly Temporary Services Grand Rapids, MI 48722		Secretary/Typing		FROM	TO
				0291	0692
b. PRINCIPAL DUTIES (Describe briefly)					
Typed letters, kept personnel files updated, answered inquiries					
41. REMARKS (Experience, proficiencies and special abilities not shown elsewhere in this application. Those required to enter primary entry specialties, see Para 1-275e, AR 600-100. If more space is required, attach additional sheets)					
I certify that (Applicant's Name) successfully passed the APFT consisting of pushups, situps, and the two mile run with a score of _____ on _____; the verified height is _____ and verified weight is _____.					
/s/ JOHN Q. DOE CPT, AG Commanding					
Note 1: If you exceed the ht/wt tables of AR 600-9, you must include a Body Fat Worksheet signed by your commander. Note 2: Ensure APFT is as recent as possible. If close to the six month expiration, then retest. Note 3: Required entry for Military Intelligence (MI) applicants: Soldier is available for world-wide deployment.					
42. THE INFORMATION CONTAINED HEREIN IS TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF.		DATE		SIGNATURE OF APPLICANT	
		Current Date		Your signature goes here!!	

APPLICATION FOR ACTIVE DUTY

For use of this form, see AR 135-210; the proponent agency is DCSPER

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: Title 10 USC, 672(M), 10 USC 275.
PRINCIPAL PURPOSE: Used by Reserve Component soldiers to apply for active duty programs announced by HODA. Application is reviewed to determine the member's eligibility for announced active duty requirements.
ROUTINE USES: To determine qualifications and make final selection of individuals applying for active duty. Also used to schedule medical examinations, security screening and to issue active duty orders. The SSN is used to identify the soldier.
DISCLOSURE: Disclosure of your SSN and other personal information is mandatory for soldiers applying for active duty programs announced by HODA.

SEE INSTRUCTIONS ON PAGE 2 BEFORE COMPLETING THIS FORM.

1. DATE Current Date		2. TO: Commander, U. S. ARMY RECRUITING COMMAND, FORT KNOX KY 40121	
3. FROM (Last, First, MI) WHO, You Are		4a. PRESENT RESERVE GRADE	4b. RESERVE COMPONENT
4c. SSN 000-00-0000	4d. BRANCH NA	5a. MOS/AOC 75H2O	5b. COMPONENT RA
6a. PERMANENT HOME ADDRESS (include ZIP code) ENTER YOUR HOME OF RECORD			6b. PHONE NO. (include area code) (502) 765-6868
7a. TEMPORARY ADDRESS (include ZIP code) 419A NICHOLSON ROAD FORT HOOD, TX 76544		7b. DURATION OCT 2002	7c. PHONE NO. (include area code) (517) 773-2527

ITEM 8 TO BE COMPLETED ONLY BY PERSONNEL CURRENTLY SERVING ON ACTIVE DUTY IN A WARRANT OFFICER OR ENLISTED STATUS.

8a. PRESENT ACTIVE DUTY GRADE E-5	8b. SSN 000-00-0000	8c. ORGANIZATION AND STATION ASSIGNMENT HHC, III CORPS, FORT HOOD, TX 76544
--------------------------------------	------------------------	--

9. I hereby volunteer to enter on active duty, for the period indicated below, in my branch or any of the following branches that I may be qualified for; and if accepted for active duty in another branch, I request transfer to that branch: (Check as appropriate)

☒ a. FOR A PERIOD OF 6 YEARS ☐ b. FOR AN INDEFINITE PERIOD

c. OTHER BRANCHES (List in order of preference)

10. I understand that if accepted for active duty I may be assigned to any command, including an overseas command, to fill any Army-wide vacancy. However, I would like to be considered for one of the three duty assignments and areas of assignment listed below in the order of my choice.

	CHOICE NO. 1	CHOICE NO. 2	CHOICE NO. 3
a. DUTY ASSIGNMENT	153A	153A	153A
b. AREA ASSIGNMENT	KOREA	GERMANY	FORT HOOD, TX

11. If it is possible, I prefer to enter on active duty during one of the three periods indicated below in order of preference:

PREFERENCE NO. 1 (Month and Year)	PREFERENCE NO. 2 (Month and Year)	PREFERENCE NO. 3 (Month and Year)
ASAP	ASAP	ASAP

12. Upon receipt of active duty orders, I will require the time indicated below to settle my affairs for entry on active duty. (Check appropriate box)

☐ 60 DAYS ☐ 30 DAYS ☐ 10 DAYS ☒ AVAILABLE ON DATE OF RECEIPT OF ORDERS

13. REMARKS (If more space is needed, continue on separate sheet)
 INCLUDE INFORMATION YOU CONSIDER ESSENTIAL IN MAKING YOUR ASSIGNMENT, I.E. ENROLLED IN THE EXCEPTIONAL FAMILY MEMBER PROGRAM OR ARMY MARRIED COUPLES PROGRAM.

14. SIGNATURE OF APPLICANT
 YOUR SIGNATURE GOES HERE!!

(You will use this moral waiver request if you responded YES to block 26 of the DA Form 61. If you responded NO, you do not need a moral waiver).

(Letterhead)

(Office Symbol)

(Date)

MEMORANDUM FOR COMMANDER, USAREC, FORT KNOX, KY 40121-2726

SUBJECT: Request for Moral Waiver

1. Request a waiver of the following offense: (State specifically what you were charged with. Do not just list Article 92, Article 32, etc. Must request a moral waiver for any infractions listed on your enlistment contract or for any Article 15s, to include summarized. Moral waiver is not required for traffic fines of \$250 or less. Do NOT include court cost).

2. Date of offense: *(Month and year)*

3. Place of offense: *(City and State)*

4. Punishment imposed: *(Fine amount, forfeiture amount, extra duty, letter of reprimand, etc.)*

5. Mitigating circumstances surrounding the charge: Three points to address: (1) Accepting responsibility for your actions, (2) The lessons learned, and (3) How you now contribute to your unit, community and military service.

(Signature)
(Full Name)
(Rank)
(SSN)

Note: A separate moral waiver request must be submitted for each offense.

(Letterhead)

(Office Symbol)

(Date)

MEMORANDUM FOR COMMANDER, USAREC, FORT KNOX, KY 40121-2726

SUBJECT: Request for Prerequisite Waiver
Request for Age Waiver
Request for Active Federal Service Waiver (AFS)
(Select the appropriate one)

1. (State the type of waiver you are requesting) Example: Request an age waiver; Request an Active Federal Service Waiver, Request a prerequisite waiver (state the prerequisite you wish to waive).
2. Anyone can request a prerequisite, AFS or age waiver, but not everyone will get them approved. Give a detailed explanation why you feel this waiver should be approved. Please note that waivers are approved only in unusual circumstances. Prerequisite waiver requests that do not give adequate justification, i.e. unusual skills, unique talents, special circumstances, etc. will probably be disapproved. With AFS waivers (required if you have 12 or more years AFS) or age waivers (required if you will be 29 or older for aviators or 46 or older for technicians, by the convene date of the board) the same principle applies and requests must be fully justified. Adequate justification might be: unusual circumstances, deployed for past year and unable to submit a packet, unusual skills, or unique talents. Asking for these waivers just because they are a part of the application will not result in approval.

(Signature)
(Full Name)
(Rank)
(SSN)

Note: A separate waiver request must be submitted for each prerequisite.

(Letterhead)

(Office Symbol)

(Date)

Statement of Understanding for Appointment as a Warrant Officer

I understand that if I am appointed as a warrant officer in the Reserve of the Army with concurrent active duty, that this appointment is contingent upon technical and tactical certification by successful completion of the appropriate Warrant Officer Basic Course (WOBC) unless I have been precertified by the WOMOS proponent.

I further understand that if I am appointed as a warrant officer in the Reserve of the Army without concurrent active duty, that this appointment is contingent upon technical and tactical certification by successful completion of the appropriate Warrant Officer Basic Course (WOBC) within two years of appointment unless I have been precertified by the WOMOS proponent or unless extended by HQDA.

I also understand that if I am eliminated from, or fail to successfully complete the technical and tactical certification as specified above, I may be subject to discharge, under regulations in effect at that time, from the Reserve of the Army.

(Signature)
(Full Name)
(Rank)
(SSN)

Note: Type this statement verbatim on your unit's memo letterhead

NAME: WHO, You Are
RANK: Sergeant
SSN: 000-00-0000

ADDRESS: Street Address
City, State ZIP
Telephone Number
email:

UNIT: HHC, III Corps
Fort Hood TX 76544
DSN: 738-7411
email:

OBJECTIVE: To obtain an appointment as a warrant officer, USAR, in MOS 153A, Aviator

CIVILIAN EDUCATION: *(This should agree with Block 21 of the DA Form 61)*

Bachelor of Science, University of Maryland, College Park, MD; Associate of Arts, Central Texas College, Killeen, TX; Diploma, Orchard View High School, Muskegon, MI (**Bold high GPA, Dean's List, special recognition, etc**)

MILITARY EDUCATION:

List in order from most recent to earliest training attended/completed.

12 Jan 97 - 11 Apr 97
BNCO
US Army Soldier Support Center
Ft Jackson, SC

Bold individual accomplishments such as **distinguished** or **honor graduate**. Stress MOS related subjects. How is school relevant? Indicating mid-level management school or just listing the scope of training is not very descriptive.

6 Aug 95 - 1 Sep 95
PLDC
NCO Academy
Camp Jackson, Korea

Resume is very important, it shows your ability to communicate in written form. Write at the 12th grade level and use a thesaurus to help with vocabulary. Do both spell and grammar checks because errors will doom an application.

1 Feb 93 - 12 Mar 93
Personnel Management Specialist
US Army Soldier Support Center
Fort Jackson, SC

There will be board members unfamiliar with your MOS so use easily understood terms. Make it reader-friendly. If using MOS specific terms, spell them out and **show the acronym in bold in parenthesis**. It is acceptable to use the acronym alone the second time. **Don't overuse bolding effect**, it could be a distraction to board members.

Can list correspondence courses but not subcourses

MILITARY EXPERIENCE:

List **ALL** military assignments

Jul 97 - Present
Enlisted Assignments NCO
HHC, III Corps
Fort Hood, TX

Concise job description focusing on the unique characteristics of your specific position. List **outstanding achievements** and **additional duties** while in position. Spell out terms that apply to your assignment and then **bold the acronym** for any key terms/buzzwords in your MOS, i.e. Prescribed Load List (**PLL**).

Jul 94 - Jun 97
Records NCO
Ft Jackson, SC

Bold any significant achievements, impact awards, receipt of unit coins, certificates of achievement, or appearance before soldier/NCO of the month/qtr boards.

Jun 93 - Jun 94
Levy Clerk
A Det 516th PSB
APO AP 96205, Korea

Focus on **measurements of success**. **NOT** just a job description, but how well you did the job. Use NCOER bullets as a reference. Mention if you **exceeded standards on a significant inspection/evaluation**. **Bold deployments** or make a separate assignment entry if deployment was for several months.

CIVILIAN EXPERIENCE PERTINENT TO MOS 153A: (If none, then omit this part)

Jan 90 - Dec 90
Secretary
Kelly Temporary Services
Grand Rapids, MI

Use same guidance as above. Explain any relevant experience or training you obtained that pertains to the requested WO MOS.
Leave blank if no relevant civilian experience.

SUMMARY:

Write a paragraph or two explaining why you are fully qualified to perform the duties of a warrant officer in your skill. This is a very important part of the resume. Make this a call to action, but do so without turning off the reader. Include in **bold** type all of your **significant accomplishments/achievements (below-the-zone promotions, impact awards, noteworthy distinctions, deployments, challenging assignments, unique skills in MOS, standards exceeded on a significant inspection/evaluation, etc)** mentioned earlier and explain how you are exceptionally qualified and have the leadership, management and technical skills needed to become a WO. Answer this question: **What have you done or accomplished that sets you apart from your peers?** (Additionally, aviator applicants should include why they want to be an Aviator.)

SIGNATURE & DATE

Other notes:

- Use plain white paper, black ink and a 12 point standard font such as Arial or Times New Roman.
- Don't go through a big expense. Prepare the resume yourself, but do a quality job.
- If you are non-Army, the resume takes on increased importance in conveying your qualifications to become an Army Warrant Officer.

WARRANT OFFICER FLIGHT TRAINING APPLICATION

For use of this form, see AR 611-85; the proponent agency is MILPERCEN

DATE

Current Date

AUTHORITY

10 USC 3012

DATA REQUIRED BY THE PRIVATE ACT OF 1974

PRINCIPAL PURPOSE

To compile information needed to evaluate an application for training

ROUTINE USES

a. To evaluate application for warrant officer flight training. b. To record application for training

DISCLOSURE

Disclosure of requested data is voluntary. However, the action will not be completed without the requested data

INSTRUCTIONS

Submit only 1 copy to HQDA. Prepare any necessary informational copies for intermediate commands or other departmental agencies. For items 7 through 18, the applicant will enter his or her initials in the "Yes" or "No" column, as applicable. In item 19 on attachments, the applicant will check a "Yes", "No" or "NA" after each sentence. Item 21 will contain the signature of the commander who keeps the applicant's personnel records if all information is verified.

TO (Type or print legibly)

Commander

HQ, USAREC

Fort Knox, KY 40121-2726

1. NAME (Last, First, Middle) (Complete unit address and phone number)

WHO, You Are

HHC, III Corps

Fort Hood, TX 76544 (DSN 738-7411)

2. SSN

000-00-0000

3. GRADE

E-5

4. SEX

Male

5. MOS/SSI

75H20

6. SERVICE/STATUS

Active Army

APPLICANT REQUIREMENTS

7. Made a score of 90 or higher on the FAST. (One time retest permitted not sooner than 6 months after initial testing per AR 611-5) Enter FAST score in remarks.

Yes

No

8. Made a score of 110 or higher on aptitude area GT on the Army Classification Battery or the ASVAB. (Retesting permitted if authorized by AR 611-5) Enter GT score in remarks.

Yes

No

9. a. Meets Class 1 physical standards for flying duty per AR 40-501. (Enter date of physical exam in remarks.) b. Will be over 18 but not more than 30 years of age on entry into the warrant officer candidate Rotary Wing Aviator Course (Active). c. Reserve component applicants will not be older than 27 years 6 months at the time of application.

Yes

No

10. a. Is a high school graduate or equivalent (Mandatory per AR 135-100). Enter year of graduation in remarks. b. Has 2 or more years of college credit (Preferred).

Yes

No

11. Has completed a basic training course (Active duty only). Enter BCT graduation year in remarks.

Yes

No

12. Has military or civil court convictions or has been adjudged a youthful offender. (If yes, believes convictions can be waived. See AR 135-100, para 1-6. Indicate which enclosure contains waiver information in remarks.)

Yes

No

13. Will have at least 2 years service remaining before ETS on reporting date to WDFT. See AR 611-85, para 2-3c. Enter in remarks current ETS and DEROS if overseas.

Yes

No

14. Understands the provisions of AR 611-112 which limits her future assignments in Army aviation (Female only).

Yes

No

15. Has disqualifying factors which would preclude appointment as a warrant officer under AR 135-100. (If yes, see AR 135-100, para 1-6. Indicate factors in remarks.)

Yes

No

16. Will enlist in the Army for a period of 3 years. Agrees to serve out the remainder of his/her enlistment in a MOS to be selected by the Army if he/she does not complete flight training (Applicants from other than Army. Mandatory. AR 601-210)

Yes

No

17. Will serve as an active duty warrant officer for at least 5 years after completing flight training and serve any remaining military service obligation in the Reserve Component. (He/she may discharge other obligations incurred under AR 135-91 concurrently. Active duty applicants only. Mandatory.)

Yes

No

18. a. Will serve as a Reserve Component warrant officer for at least 5 years after completing flight training. (He/she may discharge other obligations incurred under AR 135-91 concurrently. Reserve applicants only. Mandatory.) b. Lives close to a unit which will have a TOE vacancy requiring this specialty when the applicant is available. (Reserve Component applicants. Enter the unit with the available vacancy in remarks.)

Yes

No

19. ATTACHMENTS

Yes

No

NA

a. Copy of DA Form 6256 (FAST Scoring Worksheet)

Yes

No

NA

b. Copy of enlisted qualification record. (DA Form 2/2-1 for Army applicants)

Yes

No

NA

c. Class 1 flight physical approved by Aeromedical Center. (Certified copy)

Yes

No

NA

d. Copies of Civilian education documents and/or transcripts.

Yes

No

NA

e. Interview statement by field grade Army aviator.

Yes

No

NA

f. Copy of National Agency Check (NAC) and/or final security clearance.

Yes

No

NA

g. Statement of aviation training and/or experience. (Attach copies of pilot ratings; logbooks and other appropriate documents.) No originals.

Yes

No

NA

h. Conditional release from losing service (Applicants from other than U.S. Army.)

Yes

No

NA

i. Documents which grant any waivers IAW AR 601-210 or AR 135-100.

Yes

No

NA

REMARKS (Continue on white bond paper if necessary)

7. AFAST Score: 129

8. GT = 123

9. Physical exam approved by US Army Aeromedical on 29 Jan 00

10. High school graduation date: 1989

11. BCT graduation date: 1992

13. ETS: _____ DEROS: _____

20. APPLICANT'S SIGNATURE

21. CERTIFIED AS ACCURATE AND CORRECT BY (Typed name, rank, and title.)

Your signature goes here!!!

Must be signed by your Cdr or your Personnel Officer

FREQUENTLY ASKED QUESTIONS (FAQs) ABOUT THE WARRANT OFFICER PROGRAM

Q: When is the cutoff for receiving a packet for a board?

A: Cutoff is the 1st of the month prior to the board, i.e. cutoff for the March board is 1 Feb. Some applications received by the cutoff may not be ready by the next board because of missing/incorrect information or because additional processing is required, i.e. forwarding to the WO proponent or moral/prerequisite waiver authority. Aviator applications that are complete, accurate and require no waivers may be boarded if they arrive just days before the board; however, there are no guarantees. The objective is to submit a complete and accurate packet; not to try time the application for a specific board. The recruiting team will do their part to process your application as expeditiously as possible.

Q: Why am I applying for WO, US Army Reserve, I want to serve on active duty?

A: Don't worry, you will be serving on active duty. All warrant officers receive their appointment in the U.S. Army Reserve as a WO1. This is why you check "Warrant Officer - Army Reserve" in block 1 of the DA Form 61. A Reserve appointment does not affect your pay or type of service. You will serve full time on active duty and will receive the regular active duty pay for WO1. You will be tendered Regular Army upon your promotion to CW3.

Q: Can I apply for more than 1 MOS?

A: In block 5a of the DA Form 61 you can list up to 3 MOSs, BUT YOU MUST MEET THE PREREQUISITES for all MOSs listed. List in order of preference because the packet is boarded with your first preference and if you are selected then the packet is not boarded again. If not selected, your packet is boarded in your second and third preferences. Your application must include the documents required for each MOS. Also, each proponent must qualify you for each of the MOSs. Listing more than one MOS results in additional processing time.

Q: What is the standard for transcripts?

A: Provide transcripts for all hours listed in block 21c of the DA Form 61. Copies are acceptable as long as they are legible. If your final college has evaluated all of your prior courses and course number, title, number of hours, and grade are listed on the final transcript, then you do not need copies of transcripts from colleges attended earlier. If this information is not listed on the final transcript, then include transcripts from all colleges attended. Selection board members must be able to verify courses taken and grade received. Do not double count civilian education credit awarded for military schools or experience. If more than one school has evaluated your military training and experience and awarded college credits then use only the one that granted the greatest number of college credits.

Q: How do I know if I need a moral waiver?

A: You should check YES in block 26 of the DA Form 61 if you have ever been arrested, charged, cited, held, or detained for any reason at any time. This includes any previous juvenile offenses, Article 15s, court-martials or traffic fines of more than \$250. Example: You were detained for vandalism while in high school but the charge was dismissed. You still require a waiver because you were detained for this offense. If an infraction is noted on your enlistment contract, you must request a moral waiver. If you need a moral waiver, follow the format in the sample packet and include a moral waiver for each violation.

Q: Why is the date in block 42 of the DA Form 61 so important?

A: Date is used to determine if you need an Active Federal Service (AFS) waiver (12 or more years of AFS) and also to determine when you can reapply if not selected after two board reviews. You may reapply one year from the date you signed the DA Form 61.

Q: What information should I include in block 13 of the DA Form 160?

A: Indicate If you are enrolled in the Army Married Couples Program (AMCP) or the Exceptional Family Members Program (EFMP). You may include any other assignment considerations or leave blank if none apply.

Q: What is the standard on Letters of Recommendation?

A: Letters of recommendation are a very important part of the application. Letters must be dated within the past 90 days upon receipt at this headquarters and a maximum of three letters of recommendation will be accepted: 1 from your Cdr, 1 from your Bn Cdr and 1 from a senior warrant officer (SWO) in your chosen career specialty. The letter from the SWO is not required for all MOSs (see MOS prerequisites) but is STRONGLY recommended. For flight applications you can substitute a MAJ or higher (Aviation Branch on flight status) for the SWO. The Cdr and Bn Cdr letters must be from your current chain of command unless you have been assigned less than 90 days. In this instance, you may obtain letters from your previous chain-of-command, but you must make note of this by attaching a note or memo to the letters. The letters should be specific and quantifiable. Do not use a form letter with generic and flowery sentences. If you have received NCOERs you may want to use some of the strong bullets as a starting point in drafting the memos. For more guidance, visit "[Letters of Recommendation](#)" in our web site.

Q: My letters will be over 90 days old by the board convene date, what should I do?

A: Probably nothing. Letters (as well as many other documents) must be less than 90 days old upon receipt at USAREC, but may be well over 90 days old by the board convene date. The clock stops once we receive your application. The objective is for the letters to be reasonably current by the time the board convenes for your MOS.

Q: What is the standard for the security clearance memo?

A: Obtain a memorandum from your Security Manager indicating the level of clearance, type of investigation, and the date the clearance was granted. If required, indicate any special access granted. Ensure memo is DATED and SIGNED by your Security Manager. Do not substitute a copy of the DA Form 873 for this requirement. Only the described memo will meet this requirement. Must be dated within 90 days of receipt at USAREC.

Q: I can't get a SECRET clearance, what can I do?

A: You can submit an application with an interim secret that can be approved by your local installation security manager. The memo format is the same and includes the same information, but indicates an interim secret granted. This will allow you to submit an application. You should continue pursuing the final secret clearance so you have no problems while attending WOCS. If you are selected, you should fax in a copy of your final secret clearance as soon as it is granted and the team will pass to the Accessions Branch at HQDA.

Q: What is the standard for the OMPF?

A: Include your Official Military Personnel File (OMPF) which is normally on microfiche. Review your OMPF to determine if any documents are missing and include a hard copy of any missing documents. If you cannot obtain a fiche copy, then a paper copy of all documents filed in the permanent section of your Military Personnel Records Jacket (MPRJ/201 File) will suffice. Ensure you contact your PSD to determine all documents needed, to include enlistment/reenlistment contracts/documents, NCOERs, awards, latest promotion orders, etc. Emergency Data Record and SGLI documents are not needed. You are responsible for ensuring your microfiche is accurate and current.

Q: What is the standard for the Enlisted Record Brief (ERB) (formerly the DA Forms 2A and 2-1)?

A: ERB must be current, accurate and dated within 90 days of forwarding your application. Only your servicing personnel office is authorized to make pen and ink changes. Ensure awards on the ERB agree with your DA Photo. If you recently retested to raise your GT score, ensure the new score is posted. Ensure NCOES schools such as PLDC/BNCOC/ANCO are posted. Ensure the civilian education entry agrees with your transcripts. Also ensure your assignment history is correct. Remember that you are responsible for ensuring your ERB is accurate and current.

Q: What is the standard for the Official Photo?

A: This is a very important part of your application because this is the first item the board members see and it helps form a first impression. If your uniform is rumpled or you are borderline on meeting Army standards, it will be hard for board members to forget this while reviewing your application. Wear only permanent decorations; exclude those you wear just because you are assigned to a specific unit. Have someone look over your uniform before taking the photo.

Q: What are some pointers on preparing the resume?

A: Use the valuable guidance contained in the sample resume. Start early on the resume and continue to review/edit while you compile the rest of the application. Have the best English expert you know review the resume. Writing skills are very important to a warrant officer and the resume demonstrates your ability to communicate in written form. This is not a civilian resume limited to one page; you should state specifics but don't make it a book.

Q: What is the standard for the physical?

A: Aviator applicants must include a Class 1A flight physical approved by the Aeromedical Center, Ft Rucker. Your hospital will forward the physical to the Aeromedical Center and the review takes 6-8 weeks. Once you receive the physical back stamped "APPROVED"; you include it with your application. We do not accept applications without the approved physical. This physical is valid for 18 months from date initiated. Technician applicants must include a physical that indicates qualification for WO appointment, WOC training, Commissioning or words to that effect and these physicals are valid for 24 months from the date initiated. A Class 1A flight physical meets all physical requirements if you are applying for flight school and a tech MOS and only this physical is required. Physicals taken for appointment as a technical WO will not meet the Aviator application requirement.

Q: Can I ask for and get an age waiver for Aviator or an Active Federal Service (AFS) waiver for Technician?

A: Yes, but don't assume it will be approved just because you ask for it. Approval authority rests with the Deputy Chief of Staff for Personnel (DCSPER), at HQDA. The standards for an age waiver (over 29 by the convene date of the board for Aviators) or an AFS waiver (for anyone who has reached 12 years of AFS) are very stringent. You should explain unique circumstances or special skills and justify why you did not apply for WO before the waivers were required. Include the waiver request as a part of your application.

Q: What can you tell me about the DA Form 6256, results of the Army Flight Aptitude Selection Test (AFAST)?

A: This test is administered through your education center or at your nearest Military Entrance Processing Stations (MEPS). A score of 90 or higher is passing and once you pass you cannot retest. You may retest one time after 6 months if you score 89 or lower. The maximum score is 176. Recommend you get a study guide from the library, bookstore, or online bookstore and implement a vigorous study program before testing.

Q: Where do I take the application once it is complete?

A: Take the application to your servicing Personnel Services Detachment (PSD), obtain their review by endorsement and forward to USAREC. Endorsement must state you that you are not barred, flagged, or pending UCMJ action. Packets not reviewed by the PSD will be returned without action. Non-Active Army personnel can skip the PSD review.

Q: Can I update my application?

A: Yes, you can update your application at any time. I recommend that you package your updates and forward to USAREC about 15-30 days prior to the board. If you piecemeal your updates, your application may become cluttered with excess documents and it may be difficult to determine which updates are the most recent. You may update your application before the board, and should you not get selected, prior to your second board. You may update letters of recommendation, resume, awards, NCOERs, APFT, civilian/military education, promotion, ERB, OMPF, photo, or new phone numbers and mailing address. You can email a Recruiter from our web site 7-10 days after mailing updates to obtain confirmation they were received. Include your name, rank and SSN on all email inquiries. You can fax your updates but this is not recommended because the faxed copy is never as legible as the original.

Q: What happens once I am selected?

A: The names of those selected are posted in our web site NLT 10th of the month after the board adjourns. If selected, you will receive notice from the Warrant Officer Accessions Branch at HQDA and can expect a school start date as soon as 2 months out. Of course this timeline is flexible and normally more notice is given. CONUS based Technicians go to the Warrant Officer Candidate School (WOCS) TDY and return. OCONUS based Technicians go to WOCS and the Basic Course (WOBC) TDY enroute to the first permanent assignment. All aviators PCS to Ft Rucker for WOCS and for follow-on flight training (WOBC). Aviators are authorized family travel entitlements but it is not recommended to move your family until after WOCS. The redeployment section of your servicing PSD/MPD is your point of contact for all orders.

Q: What happens if I am not selected?

A: The names of all personnel considered by a board are published in our web site. If you are not selected by the first board that considers your application, your application is designated Fully Qualified - Non-Select (FQ-NS) and will be reviewed by the next board that convenes for your requested MOS. After review by two boards, your application is designated Not Competitive-Not Selected (NC-NS) and will be destroyed in 90 days. You will **NOT** receive notice of the reason for nonselection. Board members vote using the "whole person" concept and do not indicate a reason for nonselection. You should look at your entire packet to determine if it could be improved. You can reapply, with a completely new application, 1 year after the date in block 42 of the DA Form 61.

Q: Can I express mail my application?

A: Yes, but you may want to evaluate whether it will make any difference by looking at the board schedule to determine when your WO MOS will be boarded. The address is listed on page 1, step 12.

Q: What does the warrant officer proponent do with my application?

A: WO proponents are located at the installation where the MOS is trained and they review all Technician applications and any Aviator applications with an age or AFS waiver. Aviator applications that do not require a waiver are proponent-qualified at USAREC. Their responsibility is to evaluate your application to determine if you have the technical skills necessary to become a WO, approve or disapprove prerequisites waivers, and make a recommendation on AFS waivers for Technicians and age waivers for Aviators.

Q: What can I do to ensure my packet gets a first time go when reviewed by a recruiter?

A: Go to our web site, print the checklist under "[Ready to Mail Application?](#)" and review your application using the checklist.

Q: Should I call the recruiting team every month or two to check on my application?

A: There is usually no need to call the recruiting team except under unusual circumstances. You can email us 5-7 days after mailing an application or updates to determine if they were received. You can also email us to see if waivers were approved or if the WO proponent qualified your application. Just remember to allow the 4-6 weeks for each processing step before doing a status check on your application. If you have a question that is not answered in the web site, then feel free to call us or email us through our web site. We do not mind phone calls and welcome them when not traveling, but the team travels a lot and you may feel frustrated if you have to leave voice mail.